DOCUMENT RESUME

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ABSTRACT

This document contains the occupational duty/task lists for eight occupations in the microcomputer series. Each occupation is divided into 5 to 11 duties. A separate page for each duty in the occupation lists the tasks in that duty along with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The occupations are microcomputer operator, data entry clerk, data processing clerk, word processing specialist, microcomputer programmer, microcomputer analyst, microcomputer business applications specialist, and automated accounting clerk. A progress chart is provided for tracking individualized instruction. The occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (YLB)

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DUTY TASK LIST

MICROCOMPUTER OPERATOR
DATA ENTRY CLERK
DATA PROCESSING CLERK
WORD PROCESSING SPECIALIST
MICROCOMPUTER PROGRAMMER
MICROCOMPUTER ANALYST
MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST
AUTOMATED ACCOUNTING CLERK

CE051516

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OKLAHOMA OCCUPATIONAL TESTING CENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

INTRODUCTION:

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

BACKGROUND:

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

USES:

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

INFORMATION:

To find out more about the Oklahoma Occupational Testing Center, call toll free:
1-800-654-4502.
Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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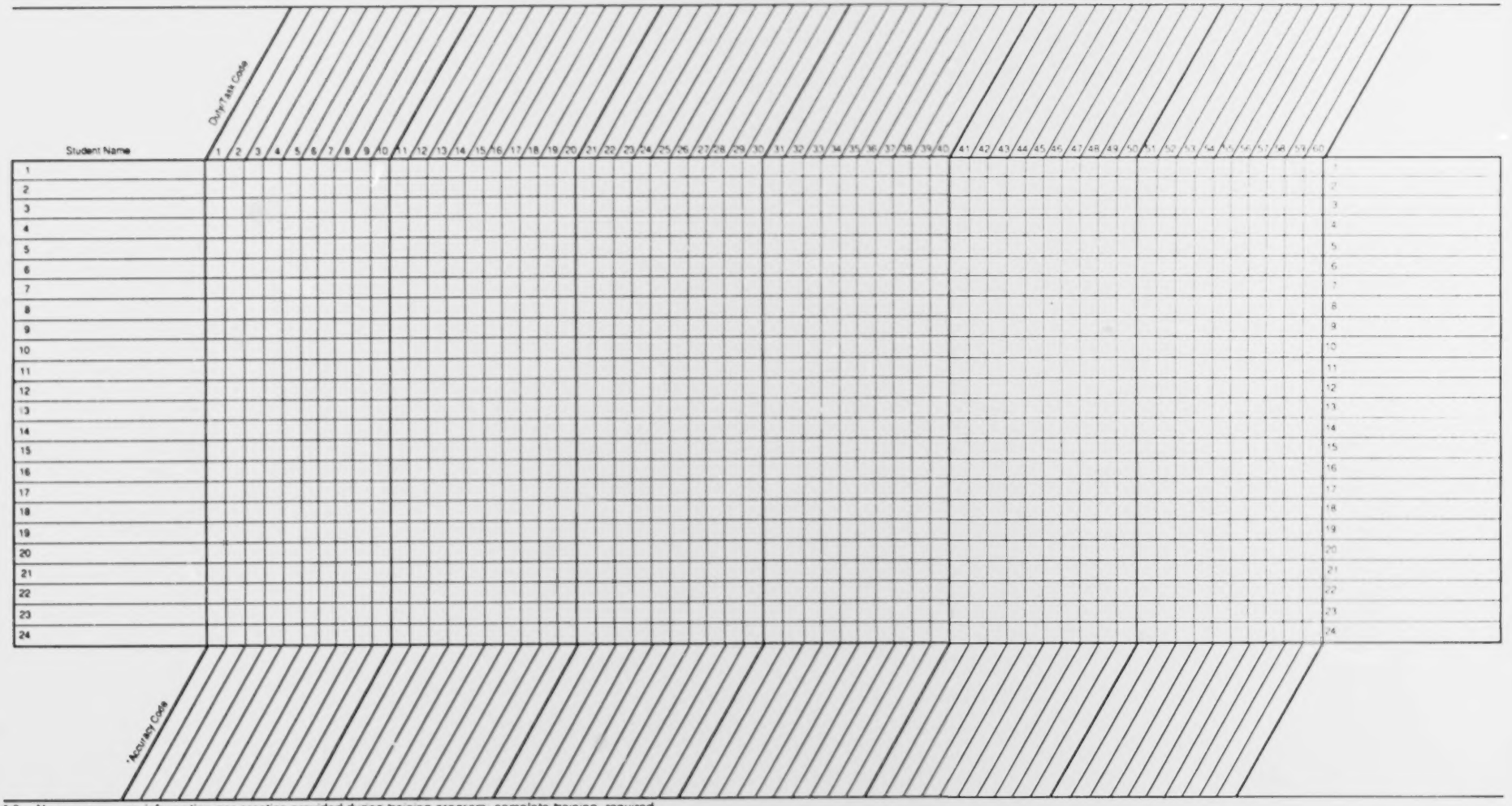
PROGRESS CHART

OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date



* 0 = No exposure - no information nor practice provided during training program; complete training required.
1 = Exposure only - general information provided with no practice time; close supervision needed and additional training required.
2 = Limited practice - has practiced during training program; additional training is required to develop skill.
3 = Moderately skilled - has performed independently during training program; limited additional training may be required.
4 = Skilled - can perform independently with no supervision.

This chart may be duplicated as needed.

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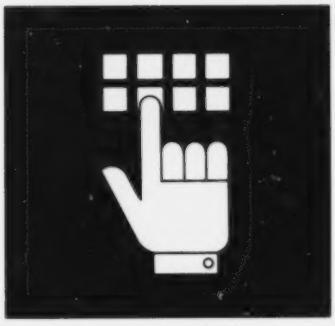
**This chart is intended for teacher file use only. Do not post.

DUTY/TASK LISTS

MICROCOMPUTER SERIES



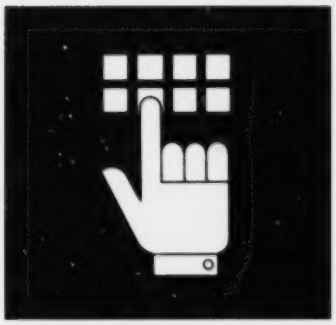
OCCUPATIONS:

1. Microcomputer Operator
2. Data Entry Clerk
3. Data Processing Clerk
4. Word Processing Specialist
5. Microcomputer Programmer
6. Microcomputer Analyst
7. Microcomputer Business Applications Specialist
8. Automated Accounting Clerk

OKLAHOMA OCCUPATIONAL TESTING CENTER

DUTY/TASK LIST

MICROCOMPUTER SERIES



OCCUPATION 1: MICROCOMPUTER OPERATOR

DUTIES:

A. Demonstrate Knowledge of Fundamentals of Microcomputers
B. Perform Microcomputer Operations
C. Demonstrate Knowledge of Operating Systems
D. Demonstrate Use of Peripherals
E. Perform Data Entry Functions
F. Perform Accounting Functions
G. Perform BASIC Programming Functions
I. Use Word Processing Software
J. Use Data Base Management Software
K. Use Electronic Spreadsheet Software

OCCUPATION: **MICROCOMPUTER OPERATOR**

DUTY: **Demonstrate Knowledge of Fundamentals of Microcomputers**

CODE	TASK	TAUGHT	COMMENTS
A.01	Identify career roles, various types of equipment and programs		
A.02	Describe the evolution of the electronic computer industry		
A.03	Identify methods of processing data on a computer system (IPO Cycle)		
A.04	Identify hardware components		
A.05	Identify auxiliary storage and file organization methods		
A.06	Describe the use of modem data communication		
A.07	Describe data base and distributed data processing		
A.08	Define systems analysis and design		
A.09	Identify the most widely used programming languages		
A.10	Identify the most widely used applications		
A.11	Identify the most widely used operating systems		
A.12	Demonstrate a knowledge of the future of computers in society, ethical considerations, and computer crime		
A.13	Define purposes of licensing agreements		

OCCUPATION: **MICROCOMPUTER OPERATOR**

DUTY: **Perform Microcomputer Operations**

CODE	TASK	TAUGHT	COMMENTS
B.01	Describe system configuration		
B.02	Perform start-up procedure		
B.03	Respond to operating system dialogue		
B.04	Handle disks/tapes		
B.05	Identify keyboard and special keys		
B.06	Provide lower level maintenance/safety		

OCCUPATION: MICROCOMPUTER OPERATOR

DUTY: Demonstrate Knowledge of Operating Systems

CODE	TASK	TAUGHT	COMMENTS
C.01	Define functions of operating system		
C.02	Perform file utilities		
C.03	Perform disk utilities		
C.04	Perform hard disk utilities and directory maintenance		
C.05	Perform advanced system utilities		
C.06	Create and use batch files		

OCCUPATION: MICROCOMPUTER OPERATOR

DUTY: Demonstrate Use of Peripherals

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.02	Identify and use plotter types		
D.03	Identify and use monitor types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		
D.08	Perform lower level maintenance/safety on peripherals		

OCCUPATION: **MICROCOMPUTER OPERATOR**

DUTY: **Perform Data Entry Functions**

CODE	TASK	TAUGHT	COMMENTS
E.01	Demonstrate keyboarding speed and accuracy		
E.02	Identify categories and formats of source documents		
E.03	Perform editing functions		

OCCUPATION: **MICROCOMPUTER OPERATOR**

DUTY: **Perform Accounting Functions**

CODE	TASK	TAUGHT	COMMENTS
F.01	Identify accounting terminology and concepts		
F.07	Demonstrate knowledge of terminology used in income tax preparation		
F.08	Perform automated payroll functions		

OCCUPATION: **MICROCOMPUTER OPERATOR**

DUTY: **Perform BASIC Programming Functions**

CODE	TASK	TAUGHT	COMMENTS
G.01	Identify program structure, syntax, and characteristics		
G.02	Describe structure design and documentation		
G.03	Process a program using simple output and display		
G.04	Process a program using arithmetic operations		
G.05	Process a program using different variable types		
G.06	Process a program using input operations		

OCCUPATION: **MICROCOMPUTER OPERATOR**

DUTY: **Use Word Processing Software**

CODE	TASK	TAUGHT	COMMENTS
I.01	Identify word processing terminology and concepts		
I.02	Create a document		
I.03	Edit a document		
I.04	Save a document		
I.05	Print a document		

OCCUPATION: **MICROCOMPUTER OPERATOR**

DUTY: **Use Data Base Management Software**

CODE	TASK	TAUGHT	COMMENTS
J.01	Identify terminology and concepts		
J.02	Create a data base		
J.03	Update/edit a data base		
J.04	Print reports		
J.05	Sort and index data base		

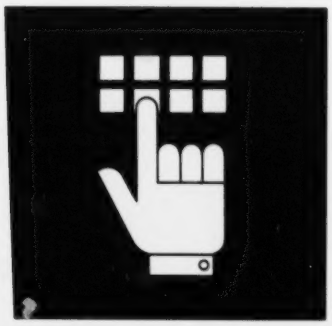
OCCUPATION: **MICROCOMPUTER OPERATOR**

DUTY: **Use Electronic Spreadsheet Software**

CODE	TASK	TAUGHT	COMMENTS
K.01	Identify terminology and concepts		
K.02	Demonstrate cursor/pointer movements		
K.03	Enter labels/text		
K.04	Enter values		
K.05	Enter formulas		
K.06	Format a spreadsheet		
K.07	Perform commands		
K.08	Save/retrieve		
K.09	Copy/move/replicate		
K.10	Print a spreadsheet		

DUTY/TASK LIST

MICROCOMPUTER SERIES



OCCUPATION 2: DATA ENTRY CLERK

DUTIES:
- A. Demonstrate Knowledge of Fundamentals of Microcomputers
- B. Perform Microcomputer Operations
- C. Demonstrate Knowledge of Operating Systems
- D. Demonstrate Use of Peripherals
- E. Perform Data Entry Functions
- F. Perform Accounting Functions
- I. Use Word Processing Software

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **DATA ENTRY CLERK**

DUTY: **Demonstrate Knowledge of Fundamentals of Microcomputers**

CODE	TASK	TAUGHT	COMMENTS
A.01	Identify career roles, various types of equipment, and programs		
A.02	Describe the evolution of the electronic computer industry		
A.03	Identify methods of processing data on a computer system (IPO Cycle)		
A.04	Identify hardware components		
A.05	Identify auxiliary storage and file organization methods		
A.06	Describe the use of modem data communication		
A.07	Describe data base and distributed data processing		
A.08	Define systems analysis and design		
A.09	Identify the most widely used programming languages		
A.10	Identify the most widely used applications		
A.11	Identify the most widely used operating systems		
A.12	Demonstrate a knowledge of the future of computers in society, ethical considerations, and computer crime		
A.13	Define purposes of licensing agreements		

OCCUPATION: DATA ENTRY CLERK

DUTY: Perform Microcomputer Operations

CODE	TASK	TAUGHT	COMMENTS
B.01	Describe system configuration		
B.02	Perform start-up procedure		
B.03	Respond to operating system dialogue		
B.04	Handle disks/tapes		
B.05	Identify keyboard and special keys		
B.06	Provide lower level maintenance/safety		

OCCUPATION: **DATA ENTRY CLERK**

DUTY: **Demonstrate Knowledge of Operating Systems**

CODE	TASK	TAUGHT	COMMENTS
C.01	Define functions of operating system		
C.02	Perform file utilities		
C.03	Perform disk utilities		
C.04	Perform hard disk utilities and directory maintenance		

OCCUPATION: **DATA ENTRY CLERK**

DUTY: **Demonstrate Use of Peripherals**

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		
D.08	Perform lower level maintenance/safety on peripherals		

OCCUPATION: **DATA ENTRY CLERK**

DUTY: **Perform Data Entry Functions**

CODE	TASK	TAUGHT	COMMENTS
E.01	Demonstrate keyboarding speed and accuracy		
E.02	Identify categories and formats of source documents		
E.03	Perform editing functions		

OCCUPATION: DATA ENTRY CLERK

DUTY: Perform Accounting Functions

CODE	TASK	TAUGHT	COMMENTS
F.01	Identify accounting terminology and concepts		
F.07	Demonstrate knowledge of terminology used in income tax preparation		
F.08	Perform automated payroll functions		
F.12	Perform automated inventory functions		

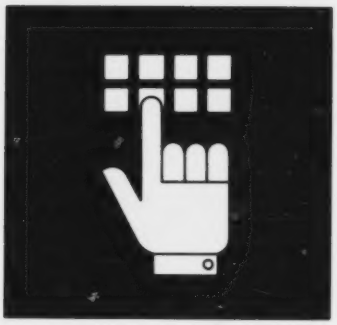
OCCUPATION: **DATA ENTRY CLERK**

DUTY: **Use Word Processing Software**

CODE	TASK	TAUGHT	COMMENTS
I.01	Identify word processing terminology and concepts		
I.02	Create a document		
I.03	Edit a document		
I.04	Save a document		
I.05	Print a document		

DUTY/TASK LIST

MICROCOMPUTER SERIES



OCCUPATION 3: DATA PROCESSING CLERK

DUTIES:
- A. Demonstrate Knowledge of Fundamentals of Microcomputers
- B. Perform Microcomputer Operations
- C. Demonstrate Knowledge of Operating Systems
- D. Demonstrate Use of Peripherals
- E. Perform Data Entry Functions
- F. Perform Accounting Functions
- G. Perform BASIC Programming Functions
- I. Use Word Processing Software
- J. Use Data Base Management Software
- K. Use Electronic Spreadsheet Software

OKLAHOMA OCCUPATIONAL TESTING CENTER

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OCCUPATION: **DATA PROCESSING CLERK**

DUTY: **Demonstrate Knowledge of Fundamentals of Microcomputers**

CODE	TASK	TAUGHT	COMMENTS
A.01	Identify career roles, various types of equipment, and programs		
A.02	Describe the evolution of the electronic computer industry		
A.03	Identify methods of processing data on a computer system (IPO Cycle)		
A.04	Identify hardware components		
A.05	Identify auxiliary storage and file organization methods		
A.06	Describe the use of modem data communication		
A.07	Describe data base and distributed data processing		
A.08	Define systems analysis and design		
A.09	Identify the most widely used programming languages		
A.10	Identify the most widely used applications		
A.11	Identify the most widely used operating systems		
A.12	Demonstrate a knowledge of the future of computers in society, ethical considerations, and computer crime		
A.13	Define purposes of licensing agreements		

OCCUPATION: **DATA PROCESSING CLERK**

DUTY: **Perform Microcomputer Operations**

CODE	TASK	TAUGHT	COMMENTS
B.01	Describe system configuration		
B.02	Perform start-up procedure		
B.03	Respond to operating system dialogue		
B.04	Handle disks/tapes		
B.05	Identify keyboard and special keys		
B.06	Provide lower level maintenance/safety		

OCCUPATION: DATA PROCESSING CLERK

DUTY: Demonstrate Knowledge of Operating Systems

CODE	TASK	TAUGHT	COMMENTS
C.01	Define functions of operating system		
C.02	Perform file utilities		
C.03	Perform disk utilities		
C.04	Perform hard disk utilities and directory maintenance		
C.05	Perform advanced system utilities		
C.06	Create and use batch files		

OCCUPATION: DATA PROCESSING CLERK

DUTY: Demonstrate Use of Peripherals

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		
D.08	Perform lower level maintenance/safety on peripherals		

OCCUPATION: DATA PROCESSING CLERK

DUTY: Perform Data Entry Functions

CODE	TASK	TAUGHT	COMMENTS
E.01	Demonstrate keyboarding speed and accuracy		
E.02	Identify categories and formats of source documents		
E.03	Perform editing functions		

OCCUPATION: DATA PROCESSING CLERK

DUTY: Perform Accounting Functions

CODE	TASK	TAUGHT	COMMENTS
F.01	Identify accounting terminology and concepts		
F.07	Demonstrate knowledge of terminology used in income tax preparation		
F.08	Perform automated payroll functions		

OCCUPATION: **DATA PROCESSING CLERK**

DUTY: **Perform BASIC Programming Functions**

CODE	TASK	TAUGHT	COMMENTS
G.01	Identify program structure, syntax, and characteristics		
G.02	Describe structure design and documentation		
G.03	Process a program using simple output and display		
G.04	Process a program using arithmetic operations		
G.05	Process a program using different variable types		
G.06	Process a program using input operations		
G.07	Process a program using program control structures		
G.08	Process a program using formatted output		

OCCUPATION: **DATA PROCESSING CLERK**

DUTY: **Use Word Processing Software**

CODE	TASK	TAUGHT	COMMENTS
I.01	Identify word processing terminology and concepts		
I.02	Create a document		
I.03	Edit a document		
I.04	Save a document		
I.05	Print a document		
I.06	Perform file utilities (delete, rename, copy)		

OCCUPATION: **DATA PROCESSING CLERK**

DUTY: **Use Data Base Management Software**

CODE	TASK	TAUGHT	COMMENTS
J.01	Identify terminology and concepts		
J.02	Create a data base		
J.03	Update/edit a data base		
J.04	Print reports		
J.05	Sort and index data base		
J.06	Change structure of data base		
J.07	Query a data base		
J.08	Import and export data base		
J.09	Perform data base maintenance functions		

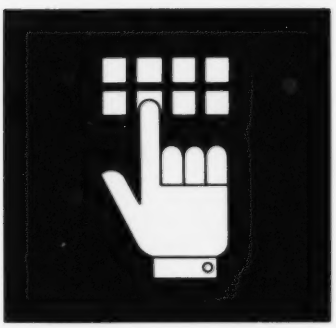
OCCUPATION: **DATA PROCESSING CLERK**

DUTY: **Use Electronic Spreadsheet Software**

CODE	TASK	TAUGHT	COMMENTS
K.01	Identify terminology and concepts		
K.02	Demonstrate cursor/pointer movements		
K.03	Enter labels/text		
K.04	Enter values		
K.05	Enter formulas		
K.06	Format a spreadsheet		
K.07	Perform commands		
K.08	Save/retrieve		
K.09	Copy/move/replicate		
K.10	Print a spreadsheet		

DUTY/TASK LIST

MICROCOMPUTER SERIES



OCCUPATION 4: WORD PROCESSING SPECIALIST

DUTIES:
- A. Demonstrate Knowledge of Fundamentals of Microcomputers
- B. Perform Microcomputer Operations
- C. Demonstrate Knowledge of Operating Systems
- D. Demonstrate Use of Peripherals
- E. Perform Data Entry Functions
- I. Use Word Processing Software
- J. Use Data Base Management Software

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **WORD PROCESSING SPECIALIST**

DUTY: **Demonstrate Knowledge of Fundamentals of Microcomputers**

CODE	TASK	TAUGHT	COMMENTS
A.01	Identify career roles, various types of equipment, and programs		
A.02	Describe the evolution of the electronic computer industry		
A.03	Identify methods of processing data on a computer system (IPO Cycle)		
A.04	Identify hardware components		
A.05	Identify auxiliary storage and file organization methods		
A.06	Describe the use of modem data communication		
A.07	Describe data base and distributed data processing		
A.08	Define systems analysis and design		
A.09	Identify the most widely used programming languages		
A.10	Identify the most widely used applications		
A.11	Identify the most widely used operating systems		
A.12	Demonstrate a knowledge of the future of computers in society, ethical considerations, and computer crime		
A.13	Define purposes of licensing agreements		

OCCUPATION: **WORD PROCESSING SPECIALIST**

DUTY: **Perform Microcomputer Operations**

CODE	TASK	TAUGHT	COMMENTS
B.01	Describe system configuration		
B.02	Perform start-up procedure		
B.03	Respond to operating system dialogue		
B.04	Handle disks/tapes		
B.05	Identify keyboard and special keys		
B.06	Provide lower level maintenance/safety		

OCCUPATION: WORD PROCESSING SPECIALIST

DUTY: Demonstrate Knowledge of Operating Systems

CODE	TASK	TAUGHT	COMMENTS
C.01	Define functions of operating system		
C.02	Perform file utilities		
C.03	Perform disk utilities		
C.04	Perform hard disk utilities and directory maintenance		
C.05	Perform advanced system utilities		
C.06	Create and use batch files		

OCCUPATION: WORD PROCESSING SPECIALIST

DUTY: Demonstrate Use of Peripherals

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.02	Identify and use plotter types		
D.03	Identify and use monitor types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		
D.08	Perform lower level maintenance/safety on peripherals		

OCCUPATION: **WORD PROCESSING SPECIALIST**

DUTY: **Perform Data Entry Functions**

CODE	TASK	TAUGHT	COMMENTS
E.01	Demonstrate keyboarding speed and accuracy		
E.02	Identify categories and formats of source documents		
E.03	Perform editing functions		

OCCUPATION: **WORD PROCESSING SPECIALIST**

DUTY: **Use Word Processing Software**

CODE	TASK	TAUGHT	COMMENTS
I.01	Identify word processing terminology and concepts		
I.02	Create a document		
I.03	Edit a document		
I.04	Save a document		
I.05	Print a document		
I.06	Perform file utilities (delete, rename, copy)		
I.07	Merge a document		
I.08	Move/copy text		
I.09	Search and replace text		
I.10	Create headers and footers		
I.11	Format a document		
I.12	Paginate a document		
I.13	Change default settings		
I.14	Perform spelling checks		
I.15	Perform mail mergings		
I.16	Use command/control key functions and print codes		
I.17	Perform table and math functions		

OCCUPATION: **WORD PROCESSING SPECIALIST**

DUTY: **Use Data Base Management Software**

CODE	TASK	TAUGHT	COMMENTS
J.01	Identify terminology and concepts		
J.02	Create a data base		
J.03	Update/edit a data base		
J.04	Print reports		
J.05	Sort and index data base		

DUTY/TASK LIST

MICROCOMPUTER SERIES

OCCUPATION 5: MICROCOMPUTER PROGRAMMER

DUTIES:
- A. Demonstrate Knowledge of Fundamentals of Microcomputers
- B. Perform Microcomputer Operations
- C. Demonstrate Knowledge of Operating Systems
- D. Demonstrate Use of Peripherals
- E. Perform Data Entry Functions
- F. Perform Accounting Functions
- G. Perform BASIC Programming Functions
- J. Use Data Base Management Software

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **MICROCOMPUTER PROGRAMMER**

DUTY: **Demonstrate Knowledge of Fundamentals of Microcomputers**

CODE	TASK	TAUGHT	COMMENTS
A.01	Identify career roles, various types of equipment, and programs		
A.02	Describe the evolution of the electronic computer industry		
A.03	Identify methods of processing data on a computer system (IPO Cycle)		
A.04	Identify hardware components		
A.05	Identify auxiliary storage and file organization methods		
A.06	Describe the use of modem data communication		
A.07	Describe data base and distributed data processing		
A.08	Define systems analysis and design		
A.09	Identify the most widely used programming languages		
A.10	Identify the most widely used applications		
A.11	Identify the most widely used operating systems		
A.12	Demonstrate a knowledge of the future of computers in society, ethical considerations, and computer crime		
A.13	Define purposes of licensing agreements		

OCCUPATION: **MICROCOMPUTER PROGRAMMER**

DUTY: **Perform Microcomputer Operations**

CODE	TASK	TAUGHT	COMMENTS
B.01	Describe system configuration		
B.02	Perform start-up procedure		
B.03	Respond to operating system dialogue		
B.04	Handle disks/tapes		
B.05	Identify keyboard and special keys		
B.06	Provide lower level maintenance/safety		

OCCUPATION: **MICROCOMPUTER PROGRAMMER**

DUTY: **Demonstrate Knowledge of Operating Systems**

CODE	TASK	TAUGHT	COMMENTS
C.01	Define functions of operating system		
C.02	Perform file utilities		
C.03	Perform disk utilities		
C.04	Perform hard disk utilities and directory maintenance		
C.05	Perform advanced system utilities		
C.06	Create and use batch files		

OCCUPATION: MICROCOMPUTER PROGRAMMER

DUTY: Demonstrate Use of Peripherals

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		
D.08	Perform lower level maintenance/safety on peripherals		

OCCUPATION: **MICROCOMPUTER PROGRAMMER**

DUTY: **Perform Data Entry Functions**

CODE	TASK	TAUGHT	COMMENTS
E.01	Demonstrate keyboarding speed and accuracy		
E.02	Identify categories and formats of source documents		
E.03	Perform editing functions		

OCCUPATION: MICROCOMPUTER PROGRAMMER

DUTY: Perform Accounting Functions

CODE	TASK	TAUGHT	COMMENTS
F.01	Identify accounting terminology and concepts		
F.07	Demonstrate knowledge of terminology used in income tax preparation		

OCCUPATION: **MICROCOMPUTER PROGRAMMER**

DUTY: **Perform BASIC Programming Functions**

CODE	TASK	TAUGHT	COMMENTS
G.01	Identify program structure, syntax, and characteristics		
G.02	Describe structure design and documentation		
G.03	Process a program using simple output and display		
G.04	Process a program using arithmetic operations		
G.05	Process a program using different variable types		
G.06	Process a program using input operations		
G.07	Process a program using program control structures		
G.08	Process a program using formatted output		
G.09	Process a program using string manipulation and advanced functions		
G.10	Process a program using list and table processing		
G.11	Process a program using sort routines		
G.12	Process a program using sequential file processing		
G.13	Process a program using random file processing		
G.14	Process a program using indexed file processing		

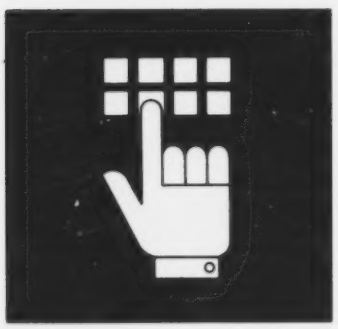
OCCUPATION: **MICROCOMPUTER PROGRAMMER**

DUTY: **Use Data Base Management Software**

CODE	TASK	TAUGHT	COMMENTS
J.01	Identify terminology and concepts		
J.02	Create a data base		
J.03	Update/edit a data base		
J.04	Print reports		
J.05	Sort and index data base		
J.06	Change structure of data base		
J.07	Query a data base		
J.08	Import and export data base		
J.09	Perform data base maintenance functions		
J.10	Perform math functions		
J.11	Perform linking of data bases		
J.12	Use data base command language		

DUTY/TASK LIST

MICROCOMPUTER SERIES



OCCUPATION 6: MICROCOMPUTER ANALYST

DUTIES:
- A. Demonstrate Knowledge of Fundamentals of Microcomputers
- B. Perform Microcomputer Operations
- C. Demonstrate Knowledge of Operating Systems
- D. Demonstrate Use of Peripherals
- E. Perform Data Entry Functions
- F. Perform Accounting Functions
- G. Perform BASIC Programming Functions
- J. Use Data Base Management Software
- K. Use Electronic Spreadsheet Software
- L. Use Business Graphics Software

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **MICROCOMPUTER ANALYST**

DUTY: **Demonstrate Knowledge of Fundamentals of Microcomputers**

CODE	TASK	TAUGHT	COMMENTS
A.01	Identify career roles, various types of equipment, and programs		
A.02	Describe the evolution of the electronic computer industry		
A.03	Identify methods of processing data on a computer system (IPO Cycle)		
A.04	Identify hardware components		
A.05	Identify auxiliary storage and file organization methods		
A.06	Describe the use of modem data communication		
A.07	Describe data base and distributed data processing		
A.08	Define systems analysis and design		
A.09	Identify the most widely used programming languages		
A.10	Identify the most widely used applications		
A.11	Identify the most widely used operating systems		
A.12	Demonstrate a knowledge of the future of computers in society, ethical considerations, and computer crime		
A.13	Define purposes of licensing agreements		

OCCUPATION: **MICROCOMPUTER ANALYST**

DUTY: **Perform Microcomputer Operations**

CODE	TASK	TAUGHT	COMMENTS
B.01	Describe system configuration		
B.02	Perform start-up procedure		
B.03	Respond to operating system dialogue		
B.04	Handle disks/tapes		
B.05	Identify keyboard and special keys		
B.06	Provide lower level maintenance/safety		

OCCUPATION: **MICROCOMPUTER ANALYST**

DUTY: **Demonstrate Knowledge of Operating Systems**

CODE	TASK	TAUGHT	COMMENTS
C.01	Define functions of operating system		
C.02	Perform file utilities		
C.03	Perform disk utilities		
C.04	Perform hard disk utilities and directory maintenance		
C.05	Perform advanced system utilities		
C.06	Create and use batch files		

OCCUPATION: **MICROCOMPUTER ANALYST**

DUTY: **Demonstrate Use of Peripherals**

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.02	Identify and use plotter types		
D.03	Identify and use monitor types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		
D.08	Perform lower level maintenance/safety on peripherals		

OCCUPATION: **MICROCOMPUTER ANALYST**

DUTY: **Perform Data Entry Functions**

CODE	TASK	TAUGHT	COMMENTS
E.01	Demonstrate keyboarding speed and accuracy		
E.02	Identify categories and formats of source documents		
E.03	Perform editing functions		

OCCUPATION: **MICROCOMPUTER ANALYST**

DUTY: **Perform Accounting Functions**

CODE	TASK	TAUGHT	COMMENTS
F.01	Identify accounting terminology and concepts		
F.07	Demonstrate knowledge of terminology used in income tax preparation		

OCCUPATION: **MICROCOMPUTER ANALYST**

DUTY: **Perform BASIC Programming Functions**

CODE	TASK	TAUGHT	COMMENTS
G.01	Identify program structure, syntax, and characteristics		
G.02	Describe structure design and documentation		
G.03	Process a program using simple output and display		
G.04	Process a program using arithmetic operations		
G.05	Process a program using different variable types		
G.06	Process a program using input operations		
G.07	Process a program using program control structures		
G.08	Process a program using formatted output		
G.09	Process a program using string manipulation and advanced functions		
G.10	Process a program using list and table processing		
G.11	Process a program using sort routines		
G.12	Process a program using sequential file processing		
G.13	Process a program using random file processing		
G.14	Process a program using indexed file processing		

OCCUPATION: **MICROCOMPUTER ANALYST**

DUTY: **Use Data Base Management Software**

CODE	TASK	TAUGHT	COMMENTS
J.01	Identify terminology and concepts		
J.02	Create a data base		
J.03	Update/edit a data base		
J.04	Print reports		
J.05	Sort and index data base		

OCCUPATION: **MICROCOMPUTER ANALYST**

DUTY: **Use Electronic Spreadsheet Software**

CODE	TASK	TAUGHT	COMMENTS
K.01	Identify terminology and concepts		
K.02	Demonstrate cursor/pointer movements		
K.03	Enter labels/text		
K.04	Enter values		
K.05	Enter formulas		
K.06	Format a spreadsheet		
K.07	Perform commands		
K.08	Save/retrieve		
K.09	Copy/move/replicate		
K.10	Print a spreadsheet		
K.11	Use spreadsheet math functions		
K.12	Perform table look-up		
K.13	Define default settings		
K.14	Perform import/export		
K.15	Perform advanced functions		
K.16	Set up macros/automatic execution files		

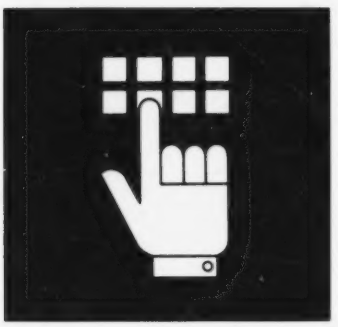
OCCUPATION: **MICROCOMPUTER ANALYST**

DUTY: **Use Business Graphics Software**

CODE	TASK	TAUGHT	COMMENTS
L.01	Identify terminology and concepts		
L.02	Create a bar graph		
L.03	Create a line graph		
L.04	Create a pie graph		
L.05	Create a stacked bar graph		
L.06	Determine graph printing capabilities and print a graph		
L.07	Save and retrieve a graph		
L.08	Create legends and titles		
L.09	Import data		

DUTY/TASK LIST

MICROCOMPUTER SERIES



OCCUPATION 7: MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST

DUTIES:

A. Demonstrate Knowledge of Fundamentals of Microcomputers
B. Perform Microcomputer Operations
C. Demonstrate Knowledge of Operating Systems
D. Demonstrate Use of Peripherals
E. Perform Data Entry Functions
F. Perform Accounting Functions
G. Perform BASIC Programming Functions
I. Use Word Processing Software
J. Use Data Base Management Software
K. Use Electronic Spreadsheet Software
L. Use Business Graphics Software

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST**

DUTY: **Demonstrate Knowledge of Fundamentals of Microcomputers**

CODE	TASK	TAUGHT	COMMENTS
A.01	Identify career roles, various types of equipment, and programs		
A.02	Describe the evolution of the electronic computer industry		
A.03	Identify methods of processing data on a computer system (IPO Cycle)		
A.04	Identify hardware components		
A.05	Identify auxiliary storage and file organization methods		
A.06	Describe the use of modem data communication		
A.07	Describe data base and distributed data processing		
A.08	Define systems analysis and design		
A.09	Identify the most widely used programming languages		
A.10	Identify the most widely used applications		
A.11	Identify the most widely used operating systems		
A.12	Demonstrate a knowledge of the future of computers in society, ethical considerations, and computer crime		
A.13	Define purposes of licensing agreements		

OCCUPATION: **MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST**

DUTY: **Perform Microcomputer Operations**

CODE	TASK	TAUGHT	COMMENTS
B.01	Describe system configuration		
B.02	Perform start-up procedure		
B.03	Respond to operating system dialogue		
B.04	Handle disks/tapes		
B.05	Identify keyboard and special keys		
B.06	Provide lower level maintenance/safety		

OCCUPATION: MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST

DUTY: Demonstrate Knowledge of Operating Systems

CODE	TASK	TAUGHT	COMMENTS
C.01	Define functions of operating system		
C.02	Perform file utilities		
C.03	Perform disk utilities		
C.04	Perform hard disk utilities and directory maintenance		
C.05	Perform advanced system utilities		
C.06	Create and use batch files		

OCCUPATION: MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST

DUTY: Demonstrate Use of Peripherals

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.02	Identify and use plotter types		
D.03	Identify and use monitor types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		
D.08	Perform lower level maintenance/safety on peripherals		

OCCUPATION: MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST

DUTY: Perform Data Entry Functions

CODE	TASK	TAUGHT	COMMENTS
E.01	Demonstrate keyboarding speed and accuracy		
E.02	Identify categories and formats of source documents		
E.03	Perform editing functions		

OCCUPATION: **MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST**

DUTY: **Perform Accounting Functions**

CODE	TASK	TAUGHT	COMMENTS
F.01	Identify accounting terminology and concepts		
F.02	Analyze a transaction		
F.03	Journalize and post data		
F.04	Prove a ledger		
F.05	Prepare financial statements		
F.06	Close a ledger		
F.07	Demonstrate knowledge of terminology used in income tax preparation		
F.08	Perform automated payroll functions		
F.09	Utilize automated accounts receivable system		
F.10	Utilize automated accounts payable system		
F.11	Perform automated general ledger accounting functions		
F.12	Perform automated inventory functions		

OCCUPATION: MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST

DUTY: Perform BASIC Programming Functions

CODE	TASK	TAUGHT	COMMENTS
G.01	Identify program structure, syntax, and characteristics		
G.02	Describe structure design and documentation		
G.03	Process a program using simple output and display		
G.04	Process a program using arithmetic operations		
G.05	Process a program using different variable types		
G.06	Process a program using input operations		
G.07	Process a program using program control structures		
G.08	Process a program using formatted output		
G.09	Process a program using string manipulation and advanced functions		
G.10	Process a program using list and table processing		
G.11	Process a program using sort routines		
G.12	Process a program using sequential file processing		
G.13	Process a program using random file processing		
G.14	Process a program using indexed file processing		

OCCUPATION: **MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST**

DUTY: **Use Word Processing Software**

CODE	TASK	TAUGHT	COMMENTS
I.01	Identify word processing terminology and concepts		
I.02	Create a document		
I.03	Edit a document		
I.04	Save a document		
I.05	Print a document		
I.06	Perform file utilities (delete, rename, copy)		
I.07	Merge a document		
I.08	Move/copy text		
I.09	Search and replace text		
I.10	Create headers and footers		
I.11	Format a document		
I.12	Paginate a document		
I.13	Change default settings		
I.14	Perform spelling checks		
I.15	Perform mail mergings		
I.16	Use command/control key functions and print codes		
I.17	Perform table and math functions		

OCCUPATION: **MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST**

DUTY: **Use Data Base Management Software**

CODE	TASK	TAUGHT	COMMENTS
J.01	Identify terminology and concepts		
J.02	Create a data base		
J.03	Update/edit a data base		
J.04	Print reports		
J.05	Sort and index data base		
J.06	Change structure of data base		
J.07	Query a data base		
J.08	Import and export data base		
J.09	Perform data base maintenance functions		
J.10	Perform math functions		
J.11	Perform linking of data bases		
J.12	Use data base command language		

OCCUPATION: MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST

DUTY: Use Electronic Spreadsheet Software

CODE	TASK	TAUGHT	COMMENTS
K.01	Identify terminology and concepts		
K.02	Demonstrate cursor/pointer movements		
K.03	Enter labels/text		
K.04	Enter values		
K.05	Enter formulas		
K.06	Format a spreadsheet		
K.07	Perform commands		
K.08	Save/retrieve		
K.09	Copy/move/replicate		
K.10	Print a spreadsheet		
K.11	Use spreadsheet math functions		
K.12	Perform table look-up		
K.13	Define default settings		
K.14	Perform import/export		
K.15	Perform advanced functions		
K.16	Set up macros/automatic execution files		

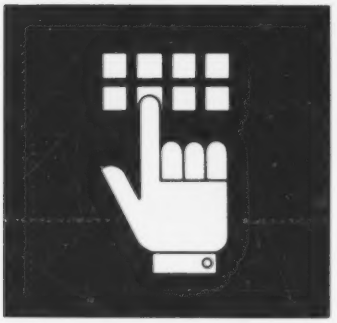
OCCUPATION: **MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST**

DUTY: **Use Business Graphics Software**

CODE	TASK	TAUGHT	COMMENTS
L.01	Identify terminology and concepts		
L.02	Create a bar graph		
L.03	Create a line graph		
L.04	Create a pie graph		
L.05	Create a stacked bar graph		
L.06	Determine graph printing capabilities and print a graph		
L.07	Save and retrieve a graph		
L.08	Create legends and titles		
L.09	Import data		

DUTY/TASK LIST

MICROCOMPUTER SERIES



OCCUPATION 8: AUTOMATED ACCOUNTING CLERK

DUTIES:
- A. Demonstrate Knowledge of Fundamentals of Microcomputers
- B. Perform Microcomputer Operations
- D. Demonstrate Use of Peripherals
- E. Perform Data Entry Functions
- F. Perform Accounting Functions

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **AUTOMATED ACCOUNTING CLERK**

DUTY: **Demonstrate Knowledge of Fundamentals of Microcomputers**

CODE	TASK	TAUGHT	COMMENTS
A.01	Identify career roles, various types of equipment, and programs		
A.02	Describe the evolution of the electronic computer industry		
A.03	Identify methods of processing data on a computer system (IPO Cycle)		
A.04	Identify hardware components		
A.05	Identify auxiliary storage and file organization methods		
A.06	Describe the use of modem data communication		
A.07	Describe data base and distributed data processing		
A.08	Define systems analysis and design		
A.09	Identify the most widely used programming languages		
A.10	Identify the most widely used applications		
A.11	Identify the most widely used operating systems		
A.12	Demonstrate a knowledge of the future of computers in society, ethical considerations, and computer crime		
A.13	Define purposes of licensing agreements		

OCCUPATION: **AUTOMATED ACCOUNTING CLERK**

DUTY: **Perform Microcomputer Operations**

CODE	TASK	TAUGHT	COMMENTS
B.01	Describe system configuration		
B.02	Perform start-up procedure		
B.03	Respond to operating system dialogue		
B.04	Handle disks/tapes		
B.05	Identify keyboard and special keys		
B.06	Provide lower level maintenance/safety		

OCCUPATION: **AUTOMATED ACCOUNTING CLERK**

DUTY: **Demonstrate Use of Peripherals**

CODE	TASK	TAUGHT	COMMENTS
D.01	Identify and use printer types		
D.03	Identify and use monitor types		
D.04	Identify types of adapter cards/ports		
D.05	Identify and use modem types		
D.06	Identify and use tape back-up and restore units		
D.07	Identify additional input/cursor control devices		
D.08	Perform lower level maintenance/safety on peripherals		

OCCUPATION: **AUTOMATED ACCOUNTING CLERK**

DUTY: **Perform Data Entry Functions**

CODE	TASK	TAUGHT	COMMENTS
E.01	Demonstrate keyboarding speed and accuracy		
E.02	Identify categories and formats of source documents		
E.03	Perform editing functions		

OCCUPATION: AUTOMATED ACCOUNTING CLERK

DUTY: Perform Accounting Functions

CODE	TASK	TAUGHT	COMMENTS
F.01	Identify accounting terminology and concepts		
F.02	Analyze a transaction		
F.03	Journalize and post data		
F.04	Prove a ledger		
F.05	Prepare financial statements		
F.06	Close a ledger		
F.07	Demonstrate knowledge of terminology used in income tax preparation		
F.08	Perform automated payroll functions		
F.09	Utilize automated accounts receivable system		
F.10	Utilize automated accounts payable system		
F.11	Perform automated general ledger accounting functions		
F.12	Perform automated inventory functions		